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Basic memorandum dtd 4 March 1949, to Chief, FDB,  
from Chief AE and Chief AR, subject: "Publication  
and/or dissemination of translations prepared by  
agencies other than FDB."

4 March 1949

RECORDS SECTION, FDB

NON-FDB TRANSLATIONS

1. Because of the current and also the anticipated increased flow into FDB of undistributed non-FDB translations (paragraph 1. b. of basic memorandum) and to fully contend with the presently unauthorized but necessarily undertaken Records Section functions (paragraphs 2. and 3. below), Records Section T/O and facilities require the following expansion to meet the records, liaison, and distribution responsibilities concerning non-FDB translations.

2. a. Cross-index file of requirements for information

(1) To facilitate user coverage and subject coverage of FDB publications by the CIA and IAC intelligence offices and agencies, Records Section cross-indexing of incoming requirements, as a counterpart of the Central Translation File, necessitates an additional section member with a proposed minimum CAF-5 rating. The incumbent of this position should be qualified with characteristics of accuracy and initiative in order to rapidly cross-index incoming collection requests to record interested intelligence analysts (name, office, tel, no. when available) and subject-area classification of the desired information.

b. Central Translation File

(1) This file is charged with evidence of translations prepared by all existing and reporting IAC foreign document exploitation activities. A bibliographical entry is made first for every project scheduled to be done. Subsequently the necessary data on the resulting publication is added upon a given project's completion.

(2) Presently authorized one CAF-5 rating for its maintenance, the Central Translation File requires an additional similarly-rated section member to cope with:

(a) preparation of entries for non-FDB translations

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(b) filing the cross-indexed entries

(c) consulting the file to answer informational inquiries constantly received from the CIA and IAC intelligence offices.

**3. Distribution**

a. In the present absence of OCD cross-indexing to indicate CIA and IAC intelligence analysts and the subject matter-area classification of information desired from FDB source material, this branch through OCD and also through operational liaison has attempted to insure receipt of FDB publications by all interested intelligence analysts as follows:

**(1) Information Reports, OO-W and Q-series**

(a) Listing the most appropriate and recently received collection directive number on each duplimat information report:

(b) In FDB letters transmitting duplimat information reports to OCD for reproduction and distribution, listing numbers of all pertinent and duplicating collection directives:

(c) Identifying for OCD any CIA and IAC offices whose interests in FDB projects is frequently uncovered during operational and/or technical liaison conducted by FDB members.

**(2) Translation and Summary Series**

(a) Preparing distribution lists which for accountability and security reasons are included in stencil translations and summaries forwarded to Reproduction Division, A&M. Time-consuming coordination with OCD in preparation of distribution lists has been necessary:

1. To recommend to OCD appropriate distribution for FDB translations and summaries according to requirements for previously published projects on similar subjects;

2. To determine, for distribution list preparation prior to publication of this series, any current requirements which OCD may have received for applicable information contained in FDB projects to be published.

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4. Records

a. In view of FDB's intelligence information-providing mission, the frequent failure of OCD means (apparent during FDB operational liaison with CIA and IAC intelligence analysts) has required unauthorized FDB records machinery (4. below) to facilitate accomplishment of the above-mentioned FDB mission.

b. Besides facilitating FDB accomplishment of its mission, i.e. a. above, these FDB records in connection with dissemination also have been necessary:

(1) to keep CIA and IAC users up to date on FDB information of interest to them;

(2) to prevent the jeopardizing of FDB's reputation because of breakdowns in distribution of requested information provided from foreign documents;

(3) to serve the CIA and IAC research analysts assurance of their receipt of the latest dissemination of FDB publications;

(4) to provide CIA and IAC users with identification of information previously furnished through OCD but beyond the recall of human memory.

c. (1) Assuming an expanded FDB responsibility for co-ordination of existing translation facilities, it will be all the more vital that the most direct channels authorized between FDB, IAC foreign document exploitation facilities, and the CIA and IAC intelligence offices and agencies, be employed to accelerate the exchange of material and the distribution by FDB of non-FDB translations.

(2) Direct requestor-FDB channels for the handling of non-FDB translations are needed for the provision of suitable information service.

Adherence to channels free from intervening offices reduces the time, the records and the correspondence required for the dissemination of non-FDB translations. Thus, also, misinterpretation of requirements for information and translations from foreign documents is minimized; the likelihood of error and the time spent in operational liaison is lessened.

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5. Accountability

a. To assure the most direct provision to every authorized using agency of all information of intelligence interest contained in non-FDB translations received by FDB and not yet distributed to interested offices, Records Section is accountable for:

- (1) WHAT information is required from foreign documents;
- (2) BY WHOM and WHEN the information is needed;
- (3) DEGREE of completion of requirements received by FDB;
- (4) PROVISION of appropriate information to every authorized intelligence office and agency interested in receiving information from foreign documents. The latter responsibility includes the determination and effecting of proper distribution of all non-FDB translations as needed, which is considered an essential step towards the using agencies' fullest benefit from available sources of information.

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Chief, Records Section

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